

The screen above shows the main criteria screen for the report selected, the Employee List. This screen allows many options for the user. You will be able to see the data in exactly the form that you wish. The first part of this window is the Period section as shown below.

Period

☒ Today
 ☐ Current month
 ☐ Current year

☐ Up to today
 ☐ From today

☐ Other period

Person selection period

To

 To

This series of radio buttons allows the report to run for only the time period that the user requests.

Radio Button Title	Description
Today	If the report is to be run for records valid today
Up to today	Select for valid records up to today's (through yesterday)
Other period	Specify a specific range of dates in the top row of selection fields
Current month	Only records valid during the current month
From today	For records valid past today (starting tomorrow)
Current year	For records valid only during the current year.
Person selection period	See the explanation below


When you enter a person's selection period, the system selects only those employees who are members of the enterprise (the entire system) on at least one day in the specified period. These are persons with a valid Organizational Assignment (Infotype 0001) record. Entries in the standard Selection options fields limit the personnel numbers that are selected. You may specify an interval by entering the start and end dates in the left and right columns respectively.


One more way of filtering the information that you require in the final report is to use the Selection section of the criteria screen.

Selection

Personnel number	<input type="text"/>	to	<input type="text"/>	
Employment status	<input type="text"/>	to	<input type="text"/>	
Personnel area	<input type="text"/>	to	<input type="text"/>	
Personnel subarea	<input type="text"/>	to	<input type="text"/>	
Employee subgroup	<input type="text"/>	to	<input type="text"/>	
Cost center	<input type="text"/>	to	<input type="text"/>	
Employee group/subgroup	<input type="text"/>	to	<input type="text"/>	

Using these selection options allow many more ways to filter the information. For example, using the Personnel number (the selection types also apply to the other field listed as well), we may enter a single number, or a range of concurrent numbers using both boxes, or we may enter multiple numbers that are non-concurrent. To enter these types of numbers, click on the right facing arrow icon on the line. The following Multiple Selection Screen shows.

In the example shown above, we have entered the Personnel ID numbers, 100, 125, 150 telling the system that we only want to look at the records for these three employees, if they exist. We click the copy icon on the lower left of the window .

We are taken back to the main selection screen and the starting number, 100 is put into the selection box to the right of the Personnel number text. Notice also that the icon has a green bar on it  indicating that there are entries behind this field.

A segment of the finished report using the criteria that we set up is shown below. There are only two employees in the system that met the specifications, the Personnel numbers, 100, 125 and 150.

Employee List

Evaluation period: 01/01/1800 to 02/06/2001

CoCode	Pers.area	Cost ctr	Text	Pers.no.	PersIDNo.	Name	Name at birth	Job title	Entry	Leaving
1287	1287	642	CHILDDDEV WHI CDC	00000150	263759355	Chadwick , Kristin Alannah		Education Technician (CDC)	01/01/2001	
7900	7900			00000125	395886745	Medly , King			12/01/2000	12/31/2005



NOTE: All the other fields in the report can be accessed using the methods, standards and techniques listed above. If you have any questions as to what a field is, click once inside the field and then press the F1 function key on your keyboard to access the SAP help system.

Report-specific selections

Last name	<input type="text"/>	to	<input type="text"/>	
Name at birth	<input type="text"/>	to	<input type="text"/>	
First name	<input type="text"/>	to	<input type="text"/>	
Nationality	<input type="text"/>	to	<input type="text"/>	
New employees in period	<input type="text"/>	to	<input type="text"/>	

Gender

☒ Both genders
 ☐ Only male
 ☐ Only female

List format

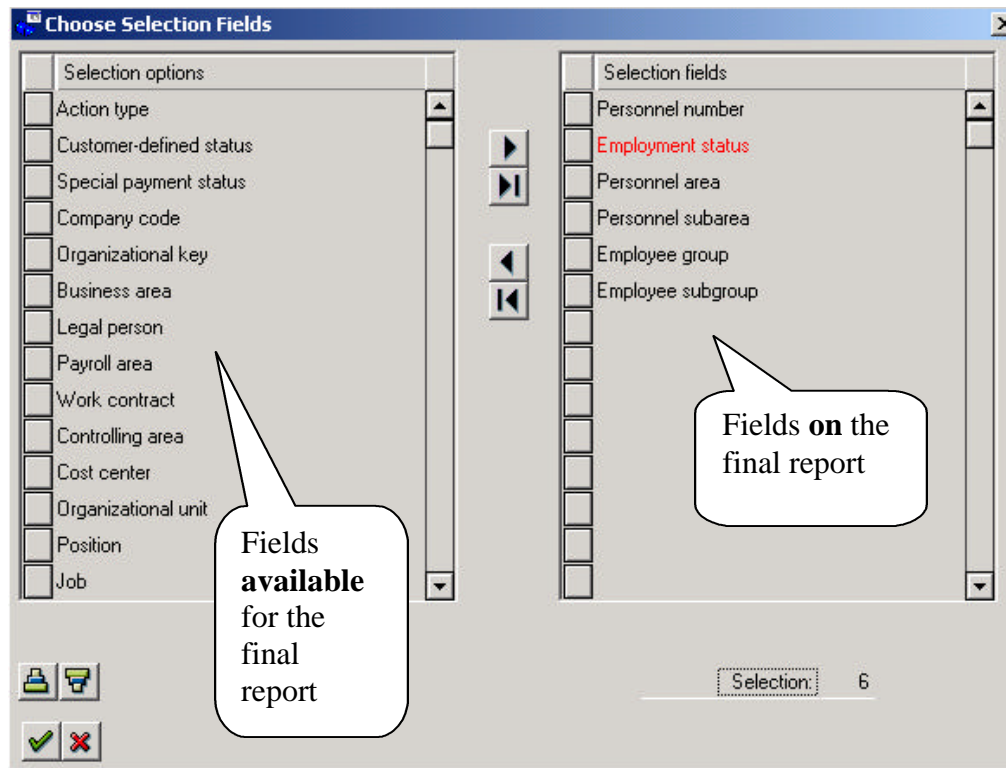
☒ Cost center text required



The fields listed in the **Report-specific selections** section may be accessed and filtered using the same methods as above. You may see a final report based on Names at birth, Nationality, First Names, Only the females, the Cost Center text as part of the report, etc. or any combination of these criteria.

There are also four additional icons on the screen that can help to further filter the information that you wish to see.

Further selections	Search helps	Sort	Org. structure
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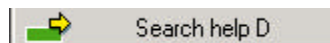
The first of these pushbuttons is labeled **Further selections** and the result of clicking this button is shown below.



If you need to narrow your report down even further by using more selection criteria and to specify exactly which fields you wish to see on the final report, highlight a field name selection in the left pane and then click the Right Arrow icon  to transfer your highlighted selection to the Right Side, the fields that are selected to appear on the final report. This selection will now be a valid field for selection criteria. To move an item from the right side, just highlight it and click the Left Arrow icon  to move it back to the Selection options side of the window.





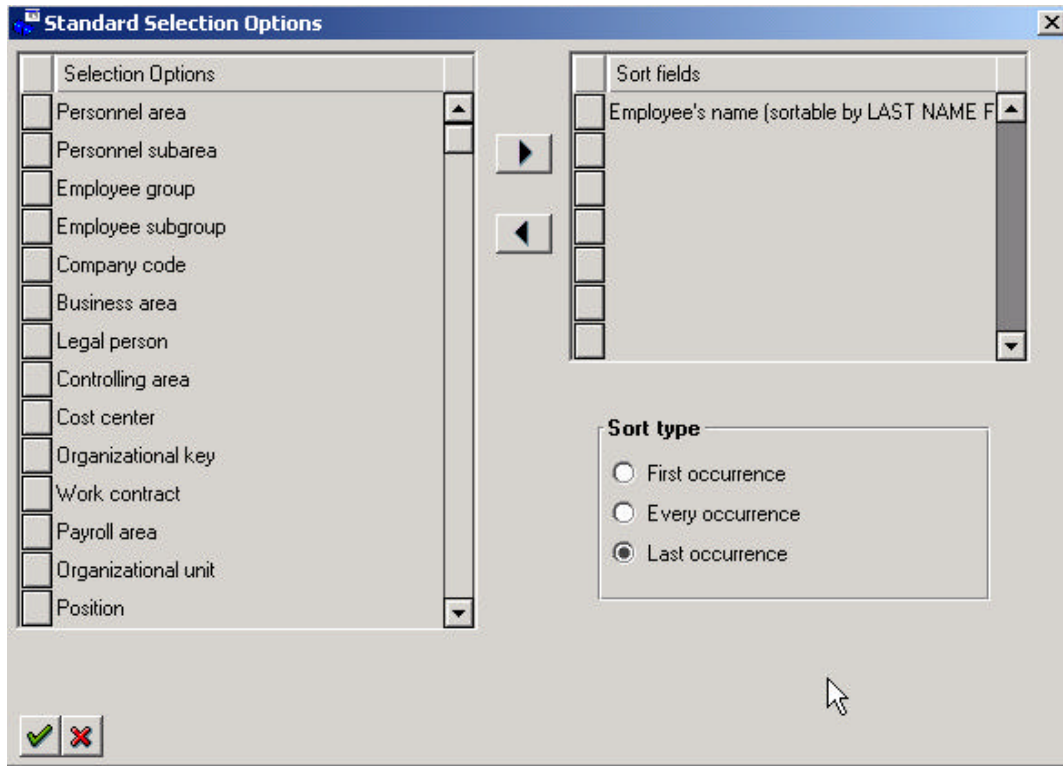
The **Search helps** pushbutton may also be used for further selections as well. The following “Hit List” shows various selections that can be made to aid in the final look of the report. For example, if you wish to see only the part-time employees listed on the final report, you would highlight the “D” option and click the green arrow copy/enter button. The Search helps pushbutton would indicate that “Search help” D has been chosen and the bar on the button would turn green, indicating a choice had been made.



Hit List	
HKy	Short text
A	Existence matchcode (not applicable)
B	PDC error indicator
C	Personal ID number
D	Part-time employees (D)
E	Buyer
F	Construction industry - organizational assignment
G	Date of birth
H	Sickness cert.data (A)
I	IC number
J	Last name - first name - birth name
K	Organizational assignment
L	Time Data Administrator
M	Schedules
N	Last name - First name
O	HR Master Record: Infotype 0302 (Additional Actions)
Q	SOFI-number (NL)
R	Employee's application number
S	Personnel numbers with trip data by organiz. assignment
T	Personnel numbers with trip data
U	System user name
V	Person in charge of sales
W	Payroll correction run
X	Interface toolbox: Export program
Y	PDC group
Z	PDC time rec. ID card

Further selections  Search helps  Sort  Org. structure

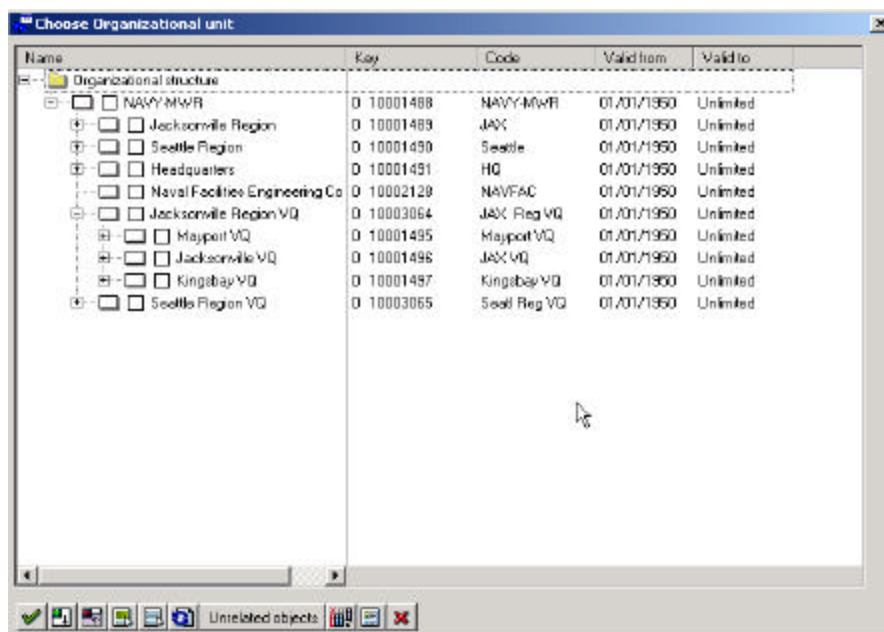
The third pushbutton labeled **Sort** opens up a very similar screen to the Further Selections window. Available fields are on the left with the final sort options on the right. This option is available using the Right and Left Arrow buttons   fields back and forth.




The report in the example shown will be sorted by the Employee's name (sortable by the LAST NAME first).



















The **Org Structure** button allows the user to limit your final report based on Organizational units. Single click on the Org Unit to be reported on and a check will appear in the box. The final report will only return values for the selected Org Units.



Once all your selections have been made, click the Execute icon  to see the final report.

Here are two samples of the Employee List report using different filters and sort options.

Sample 1

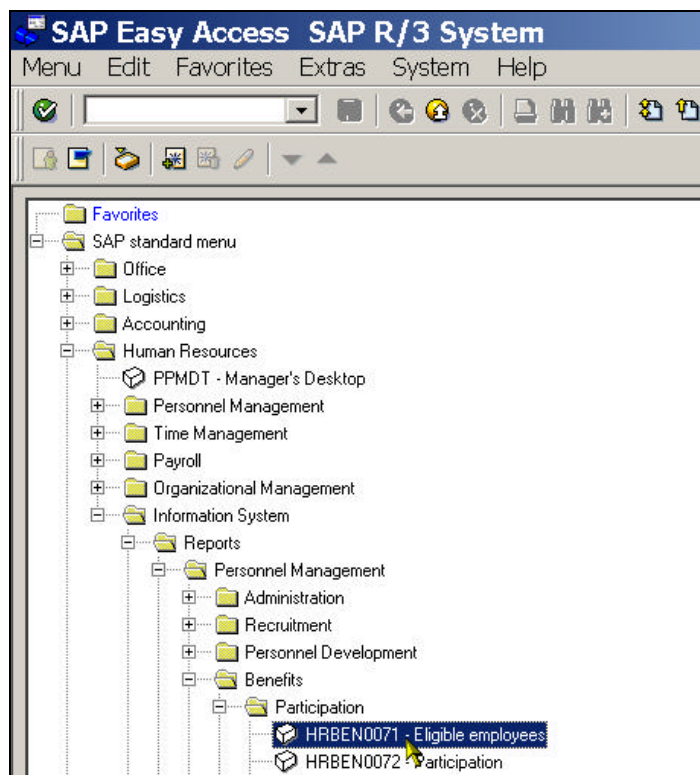
Employee List						
List Edit Goto Settings System Help						
       						
       						
Employee List						
Key date: 02/06/2001						
Pers.no.	PersIDNo.	Name	Name at birth	Job title	Entry	Leaving
00000261	538727492	Abbott , Larry		Maintenance Worker	01/01/2001	
00000447	857694058	Test Abkrs			01/01/2001	
00000290	261615630	Adams , David Kevin		Accounting Technician	01/01/2001	
00000330	261615637	Adams , David Kevin		Personnel Clerk	01/01/2001	
00000321	261615631	Adams , David Kevin		Accounting Technician	01/01/2001	



Benefits Eligibility Report

HUMAN RESOURCES > INFO SYSTEM > REPORTS > PERSONNEL MGMT > BENEFITS > PARTICIPATION > HRBEN0071 Eligible Employees

Transaction code **HRBEN0071**



If using the menu path, double click “**HRBEN0071 – Eligible employees**” to go to the next screen.

Eligible Employees

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Key Date	Date for which report is to be generated	R	If report is for the present day, leave “Today” checked, or if the report is for a different day, then select “Other keydate” and put in the desired date.
Personnel Number	Personnel number range	O	Enter the desired personnel number, range or leave blank for all personnel
Benefit Area	Benefit Area	R	Enter NV or select using the drop down arrow
1st Program Grouping	Region	O	Enter the desired 1 st program grouping or select using drop down arrow. When selecting more than one program grouping or benefit plan, use multiple selection option
2nd Program Grouping	Classification	O	Enter the desired 2 nd program grouping or select using the drop down arrow. When selecting more than one program grouping or benefit plan, use multiple selection option
Benefit Plan	Benefit plans available	O	Enter the identifier if known or select using the drop down arrow. When selecting more than one program grouping or benefit plan, use multiple selection option

Select the Execute  icon to generate report.

Eligible Employees

Eligible Employees

List Edit Goto Settings System Help

Choose Save Print preview


Eligible Employees

click

Key date 02/09/2001

Benefit area NV Navy (MWAR)


Benefit plan text	Pers.no	Name	Entry	Date
401K Plan	43	Bruce Greely	12/01/2000	01/01/2001
	48	Cal., Snoopy Of The	02/02/2001	01/01/2001
	69	Payroll, Test	11/29/2000	01/01/2001
	125	Medly, King	12/01/2000	01/01/2001
	366	Wanda Naisable	01/01/2001	01/01/2001
	367	Wright, Lynn Susan	01/01/2001	01/01/2001
	370	test, Jan	01/01/2001	01/01/2001
	371	test, alisd (alad)	01/01/2001	01/01/2001
	390	Master, Tester	01/01/2001	01/01/2001
	398	Dolly, My Jang	12/28/2000	01/01/2001
Aetna Dental	414	test, pollee pt.	01/01/2001	01/01/2001
	422	Bill, St	01/01/2001	01/01/2001
	425	Pet Plan, Test	01/02/2001	01/01/2001
	450	Dummy Test	01/01/2001	01/01/2001
	43	Bruce Greely	12/01/2000	12/01/2000
	48	Cal., Snoopy Of The	02/02/2001	11/01/2000
	69	Payroll, Test	11/29/2000	12/29/2000
	125	Medly, King	12/01/2000	12/01/2000
	366	Wanda Naisable	01/01/2001	01/01/2001
	367	Wright, Lynn Susan	01/01/2001	01/01/2001
370	test, Jan	01/01/2001	01/01/2001	

The report first appears sorted by benefit plan. To sort by employee, highlight the column with employee names by clicking once at the top (see illustration). Then select the  icon.

You can now see all the plans each employee is eligible for next to the employee name.


Eligible Employees

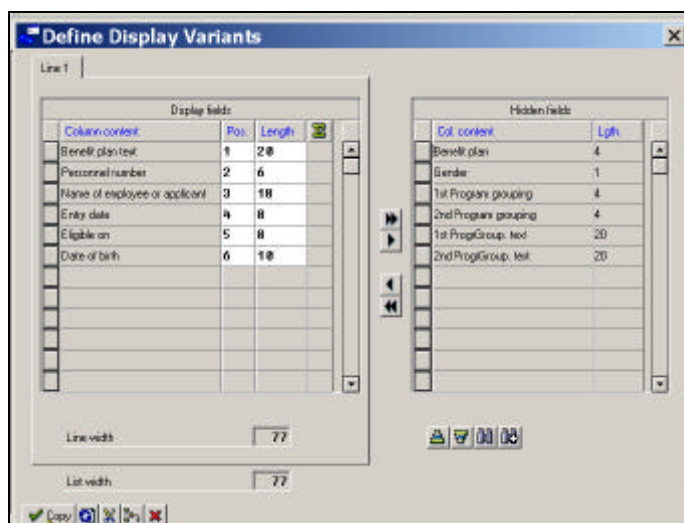
Benefit plan text	Pers.no.	Name	Entry	Date
401K Plan	367	Wright, Lynn Susan	01/01/2001	01/01/2001
Aetna Dental	367		01/01/2001	01/01/2001
Aetna Medical	367		01/01/2001	01/01/2001
Basic Life / AD&D	367		01/01/2001	01/01/2001
HMO Cigna Medical	367		01/01/2001	01/01/2001
Long Term Disability	367		01/01/2001	01/01/2001
Optional Life	367		01/01/2001	01/01/2001
401K Plan	366	Wanda Mareale	01/01/2001	01/01/2001
Aetna Dental	366		01/01/2001	01/01/2001
Aetna Medical	366		01/01/2001	01/01/2001
Basic Life / AD&D	366		01/01/2001	01/01/2001
HMO Cigna Medical	366		01/01/2001	01/01/2001
Long Term Disability	366		01/01/2001	01/01/2001
Optional Life	366		01/01/2001	01/01/2001
Aetna Dental	752	VIRGINIA MITCHELL	01/30/2001	01/30/2001
Aetna Medical	752		01/30/2001	01/30/2001

Change the variants (column descriptions) by selecting the  icon. You will see the following screen:

Define Display Variants

The column on the left lists the description and position of the variants that are already displayed in the report. The column on the right lists variants that are hidden. “Unhide” them by selecting one or more variants, then click the arrow pointing left (as shown). For example, to display date of birth, select it by clicking on it. Clicking the left pointing arrow moves the selected variant from the column on the right to the column on the left.



Select the  icon to save the changes and view the report with the now “unhidden” variant or variants



The sample report shows that the “birth date” for each employee is now visible.

Eligible Employees

Eligible Employees						
Key date: 02/09/2001						
Benefit area: NV/Navy (MWF)						
Benefit plan test	Person	Name	Entry	Date	Birth date	
401K Plan	367	Wright, Lynn Susan	01/01/2001	01/01/2001	07/29/1954	
Aetna Dental	367		01/01/2001	01/01/2001	07/29/1954	
Aetna Medical	367		01/01/2001	01/01/2001	07/29/1954	
Basic Life / ADLID	367		01/01/2001	01/01/2001	07/29/1954	
HMO Cigna Medical	367		01/01/2001	01/01/2001	07/29/1954	
Long Term Disability	367		01/01/2001	01/01/2001	07/29/1954	
Optional Life	367		01/01/2001	01/01/2001	07/29/1954	
401K Plan	366	Wanda Marable	01/01/2001	01/01/2001	09/02/1954	
Aetna Dental	366		01/01/2001	01/01/2001	09/02/1954	
Aetna Medical	366		01/01/2001	01/01/2001	09/02/1954	
Basic Life / ADLID	366		01/01/2001	01/01/2001	09/02/1954	
HMO Cigna Medical	366		01/01/2001	01/01/2001	09/02/1954	
Long Term Disability	366		01/01/2001	01/01/2001	09/02/1954	
Optional Life	366		01/01/2001	01/01/2001	09/02/1954	
Aetna Dental	752	VIRGINIA MITCHELL	01/30/2001	01/30/2001	07/04/1969	
Aetna Medical	752		01/30/2001	01/30/2001	07/04/1969	
Basic Life / ADLID	752		01/30/2001	01/30/2001	07/04/1969	
HMO Cigna Medical	752		01/30/2001	01/30/2001	07/04/1969	
Long Term Disability	752		01/30/2001	01/30/2001	07/04/1969	
Optional Life	752		01/30/2001	01/30/2001	07/04/1969	
Aetna Dental	245	THOMAS TEST	01/30/2001	01/30/2001	06/04/1969	

Select the  icon to exit the report or  to go back

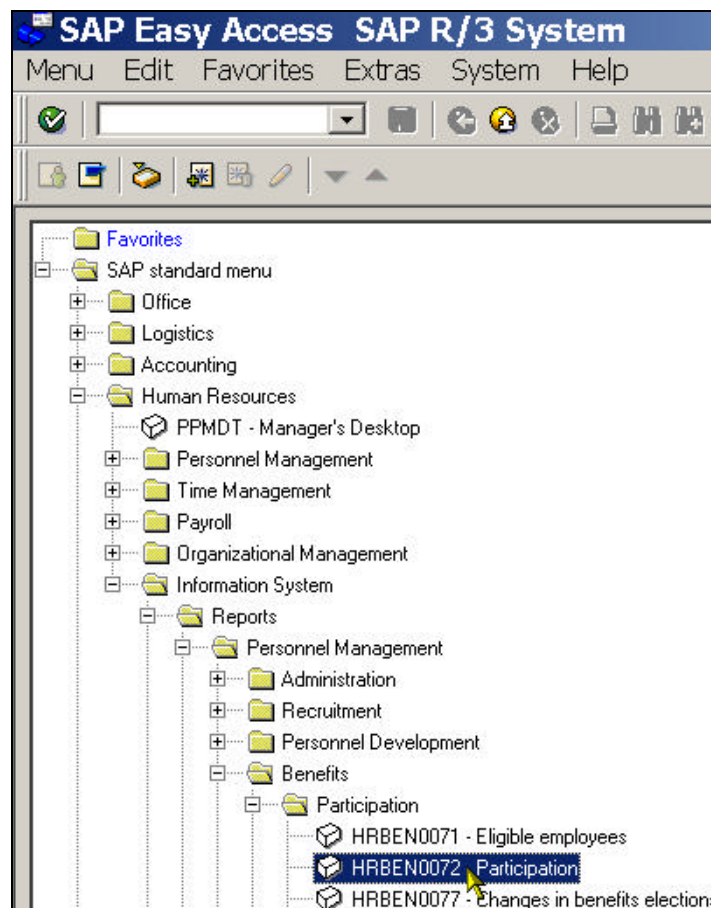


Employee Benefits Participation

**HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS >
PERSONNEL MANAGEMENT > BENEFITS > PARTICIPATION > HRBEN0072
– PARTICIPATION**

Transaction code **HRBEN0072**

This section describes the procedure required to generate a report showing employees participating in select or all Benefit plans.




If using the menu path, double click “**HRBEN0072 – Participation**” to go to the next screen.

Participation


















Multiple selection option


Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Period for which report is to be generated	R	Choose the desired period or enter a beginning and end date if you select the other period.
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel.
Benefit Area	Benefit Area to be reported on	R	Enter NV or select using the drop down arrow.
1st Program Grouping	1 st Program Grouping to be reported on	O	Enter the desired 1 st program grouping or select using the drop down arrow When selecting more than one program grouping or benefit plan, use multiple selection option
2nd Program Grouping	2 nd Program Grouping to be reported on	O	Enter the desired 2 nd program grouping or select using the drop down arrow When selecting more than one program grouping or benefit plan, use multiple selection option
Benefit Plan	Character Identifier for the Benefit Plan	O	Enter the identifier, or use the drop down arrow When selecting more than one program grouping or benefit plan, use multiple selection option

Select  icon to generate report.

Participation

Participation							
List Edit Goto Settings System Help							
         							
      							
Participation Key date 02/09/2001 Benefit area NV Navy (MWR)							
Benefit plan text	Pers.no.	Name	Entry	Part.date	Start	End	
401K Plan	422	Brit , Sil	01/01/2001	01/01/2001	01/01/2001	12/31/9999	
	415	hi , there	01/01/2001	01/01/2001	01/01/2001	12/31/9999	
	125	Medly , King	12/01/2000	01/01/2001	01/01/2001	12/31/9999	
	366	Wanda Marable	02/01/2001	01/01/2001	01/01/2001	12/31/9999	
	367	Wright , Lynn Susan	01/01/2001	01/01/2001	01/01/2001	12/31/9999	
Aetna Dental	465	ALVA JONES	01/01/2001	01/19/2001	01/19/2001	12/31/9999	
	754	ASSISTANT DOG	01/30/2001	01/30/2001	01/30/2001	07/05/2010	
	756	BRIANNA CARCAMO	01/31/2001	01/31/2001	01/31/2001	12/31/9999	
	422	Brit , Sil	01/01/2001	01/01/2001	01/01/2001	12/31/9999	
	395	Dolly , My Jang	12/31/2000	12/28/2000	12/28/2000	12/31/9999	
	450	Dummy Test	01/01/2001	01/24/2001	01/24/2001	12/31/9999	
	755	FELISA VIVO	01/31/2001	01/31/2001	01/31/2001	12/31/9999	
	751	HILDEGARDE CAMPEAU	01/30/2001	01/31/2001	01/31/2001	12/31/9999	
	749	MICHELLE LOVE	01/30/2001	01/30/2001	01/30/2001	12/31/9999	
	464	PIG PIGGY	02/04/2001	02/04/2001	02/04/2001	12/31/9999	
	421	Queen , Bee	01/15/2001	01/01/2001	01/01/2001	12/31/9999	
	371	test , .alksjdf,laksdj	01/01/2001	01/01/2001	01/01/2001	12/31/9999	
	370	test , ami	01/01/2001	01/01/2001	01/01/2001	12/31/9999	
	393	Test , Person	02/01/2001	02/01/2001	02/01/2001	12/31/9999	
	414	test , portee pt	01/01/2001	01/15/2001	01/15/2001	12/31/9999	
	743	TRAINING TEST	01/30/2001	01/30/2001	01/30/2001	12/31/9999	

The report is generated on the screen and can be printed. If finished, select the  icon to exit the report.

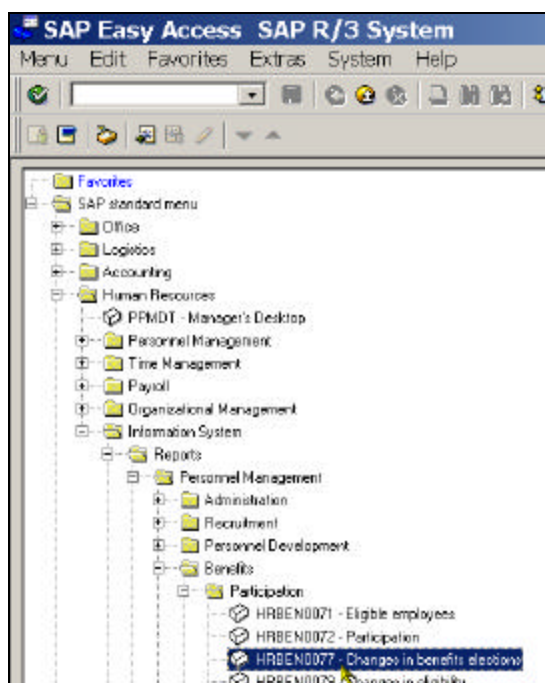


Changes in Benefits Elections

**HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS >
PERSONNEL MANAGEMENT > BENEFITS > PARTICIPATION > HRBEN0077
– CHANGES IN BENEFITS ELECTIONS**

Transaction code **HRBEN0077**

This document describes the procedure required to generate a report showing which employees have had changes made to their Benefit plans.




If using the menu path, double click “**HRBEN0077 – Changes in Benefits Elections**” to go to the next screen.

Changes in Benefits Elections

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Period for which report is to be generated	R	Choose the desired period or enter a beginning and end date if you select the other period.
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel
Provider	Benefit Provider	O	Enter Provider name or select using drop down arrow. This drop down will contain all providers that have records for accounts payable. Scroll down to find provider.
Plan	Benefit plan you want to report on.	O	Enter the desired plan code or select using drop down arrow

Select  icon to generate report.

Changes in Benefits Elections

Changes in Benefits Elections

List Edit Goto System Help

Key date 02/09/2001

Provider: 60000001 Aetna US Healthcare
Plan : AETD Aetna Dental

Name	Pers.no.	From	To	Changed	By
TESTERONI THOMAS	00000765	02/08/01	02/09/01	02/08/01	HQ_P657F2
Participation terminated					
Total changes		1			


Changes in benefit elections Key date 02/09/2001 1

Provider: 60000001 Aetna US Healthcare
Plan : AETM Aetna Medical

Name	Pers.no.	From	To	Changed	By
Details					

Changes in benefit elections Key date 02/09/2001 2

The report is generated on screen and can be printed. Only part of the report is visible in the above illustration. On your screen, scroll down to view. If there have been no changes in benefits for the criteria specified on the initial screen, SAP will inform you that there is “No data available for your entries.”

Select the  icon to exit this report.

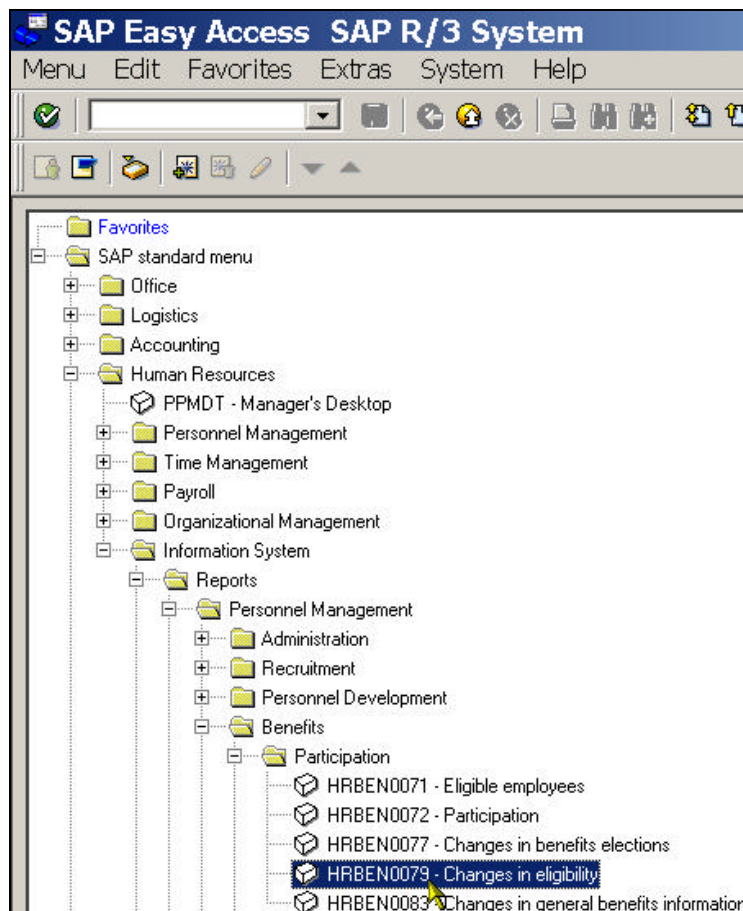


Employee Changes in Eligibility

**HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS >
PERSONNEL MANAGEMENT > BENEFITS > PARTICIPATION > HRBEN0079
– Changes in eligibility**

Transaction code **HRBEN0079**

This document describes the procedure required to generate a report showing which employees have had changes in their Benefits eligibility.




If using the menu path, double click “**HRBEN0079 – Changes in eligibility**” to go to the next screen.

Changes in eligibility

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Period for which report is to be generated	R	Choose the desired period or enter a beginning and end date if you select the other period.
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel
Plan	Character Identifier for the Benefit Plan	O	Enter the identifier if known or using the drop down arrow When selecting more than one program grouping or benefit plan, use multiple selection option

Select  icon to generate report.

Changes in eligibility


Changes in Eligibility

List Edit Goto Settings System Help

Changes in Eligibility

Key date 02/09/2001
Benefit area

Benefit plan text	Pers.no	Name	Changed on	Text
	147	Himmelein , Daniel Jeremiah	02/09/2001	Employee is permitted from the 01/01/2002 (after the evaluation date)
	162	Royer , Rebecca Deidre	02/09/2001	Employee is permitted from the 01/01/2002 (after the evaluation date)
	186	MAYVILLE , RHONDA A	02/09/2001	Employee is permitted from the 01/01/2002 (after the evaluation date)
	276	Espe , Marlene V	02/09/2001	Employee is permitted from the 01/01/2004 (after the evaluation date)
	285	Hourly Kingsbay , NL-3	02/09/2001	Employee not eligible because to old
	285	Hourly Kingsbay , NL-3	02/09/2001	Employee not eligible because to old
	285	Hourly Kingsbay , NL-3	02/09/2001	Employee not eligible because to old
	285	Hourly Kingsbay , NL-3	02/09/2001	Employee not eligible because to old
	285	Hourly Kingsbay , NL-3	02/09/2001	Employee not eligible because to old
	285	Hourly Kingsbay , NL-3	02/09/2001	Employee not eligible because to old
	290	Adams , David Kevin	02/09/2001	Employee is permitted from the 01/01/2002 (after the evaluation date)
	415	hi , there	02/09/2001	No entry existing for program groupings HQ/RETR / plan 401K
	415	hi , there	02/09/2001	No entry existing for program groupings HQ/RETR / plan CSRO
	459	test Ben	02/09/2001	Employee 00000459 is not enrolled in all corequisite plans for AETD

The report is generated on the screen and can be printed. If finished, select the  icon to exit the report.

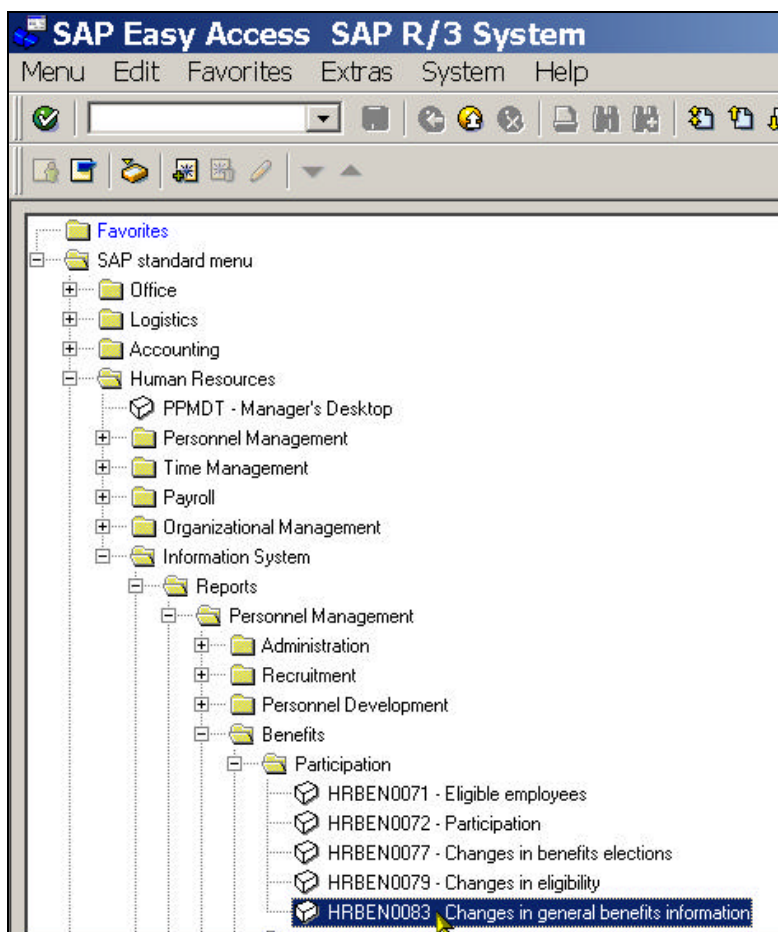


Employee Changes in General Benefits Information

**HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS >
PERSONNEL MANAGEMENT > BENEFITS > PARTICIPATION > HRBEN0083
– Changes in general benefits information**

Transaction code **HRBEN0083**

This document describes the procedure required to generate a report showing which employees have had General Benefits information changed.



If using the menu path, double click “**HRBEN0083 – Changes in personal benefits information**” to go to the next screen.

Changes in Default Values for General Benefits Information

Changes in Default Values for General Benefits Information

Program Edit Goto System Help

Further selections Search helps Org. structure

Period

☒ Today
 ☐ Current month
 ☐ Current year
☐ Up to today
 ☐ From today
 To
☐ Other period
 To

Selection

Personnel number to

Additional selection

Benefit area
 1st Program grouping to
 2nd Program grouping to


Reason for deviation from default values

☒ Manual override
☐ Change in default values
















Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.


Field Name	Description	R/O/C	User Action, Values, Comments
Period	Period for which report is to be generated	R	Choose the desired period or a beginning and end date if you select the other period.
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel
Benefit Area	Benefit Area to be reported on	R	Enter NV or select using drop down arrow
1st Program Grouping	1 st Program Grouping to be reported on	O	Enter the desired 1 st program grouping or select using drop down arrow
2nd Program Grouping	2 nd Program Grouping to be reported on	O	Enter the desired 2 nd program grouping or select using drop down arrow

Reason for Deviation from Default values	This is the reason for the change/s in Employee default values	R	Select Manual Override or Changes in Default Values.
---	--	---	--

Select  to generate the report:

Changes in Default Values for General Benefits Information

Changes in Default Values for General Benefits Information								
List Edit Goto Settings System Help								
              								
Choose Save Print preview								
Gen. benefits info: Manual override of default values								
Key date 02/12/2001								
Benefit area NV Navy (MWR)								
Pers.no	Name	1st SG	2 SG	BAr	1st SG	2 SG	Start	End
48	Cat , Snoopy OF The	HQ	FULL			NONE	11/01/2000	12/31/9999
125	Medly , King	HQ	FULL			PRFT	12/01/2000	12/30/2003
126	May , June	SE	FULL			PRFT	12/01/2000	12/31/2001
184	COWART , CHRISTIE A	JA	FULL			PRFT	01/01/2001	12/31/9999
185	KIRKER , BRENDA	JA	PART			PRPT	01/01/2001	12/31/9999
188	TOWER , SEPTEMBER	JA	FULL			PRFT	01/01/2001	12/31/9999
189	FONTAINE , MARIA J	JA	PART			PRPT	01/01/2001	12/31/9999
192	LOFFREDA , TANYA	JA	FULL			PRFT	01/01/2001	12/31/9999
201	COATS , SUSAN C	JA	PART			PRPT	01/01/2001	12/31/9999
208	Allen , Wilma Mae	JA	PART			PRPT	01/01/2001	12/31/9999
210	Almaro , Mary Lee	JA	FULL			PRFT	01/01/2001	12/31/9999
238	Benson , Melissa Michelle	JA	PART			PRPT	01/01/2001	12/31/9999
252	Griffith , Tara Rae	JA	FULL			PRFT	01/01/2001	12/31/9999
260	Reeves , Rosemary	SE	FULL			PRFT	01/01/2001	12/31/9999
261	Abbott , Larry	SE	PART			PRPT	01/01/2001	12/31/9999
266	Alan Aplin	SE	FULL	JA			01/01/2001	12/31/9999
285	Hourly Kingsbay , NL-3	JA	FULL			NBEN	01/01/2001	12/31/9999
300	Farralles , Rosemarie Rita	SE	FULL			PRFT	01/01/2001	12/31/9999
301	Lusby , Carol Janine	SE	FULL			PRFT	01/01/2001	03/01/2001
415	hi , there	HQ	RETR			PRFT	01/11/2001	12/31/9999

The report is generated on the screen and can be printed. If finished, select the  icon to exit the report.

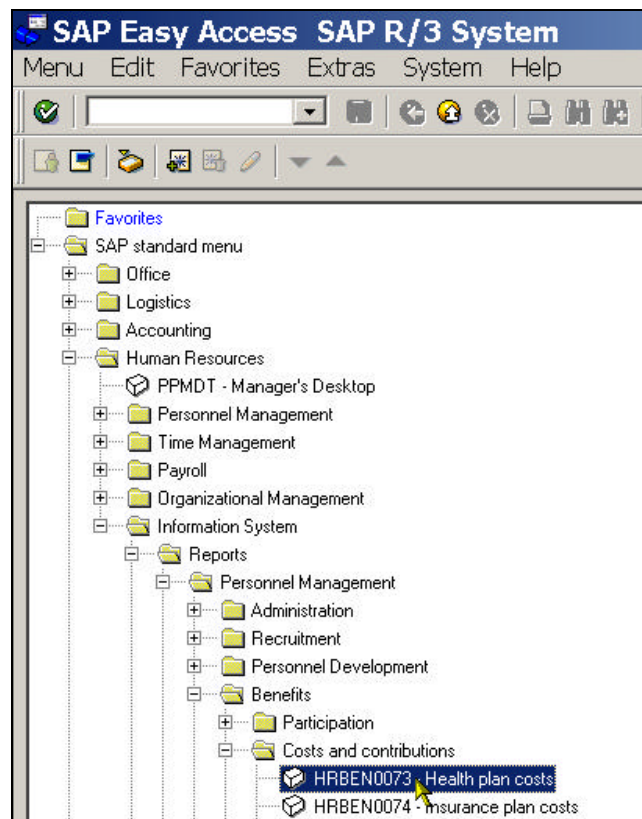


Employee Health Plan Cost

**HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS >
PERSONNEL MANAGEMENT > BENEFITS > COST AND CONTRIBUTIONS >
HRBEN0073 – Health plan costs**

Transaction code **HRBEN0073**

This document describes the procedure required to generate a report showing the cost of select health plans or all health plans.



If using the menu path, double click “**HRBEN0073 – Health plan costs**” to go to the next screen.

Health Plan Costs

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.


Field Name	Description	R/O/C	User Action, Values, Comments
Key date	Date for which report is to be generated	R	Present date is checked, if you need to run report for a different date, select “Other keydate” and put in the desired date.
Personnel Number	Personnel number or range you want to report on	O	Enter the desired personnel number, range or leave blank.
Benefit Area	Benefit Area to be reported on	R	Enter NV or select using drop down arrow
1st Program Grouping	1 st Program Grouping to be reported on	O	Enter the desired 1 st program grouping or select using drop down arrow
2nd Program Grouping	2 nd Program Grouping to be reported on	O	Enter the desired 2 nd program grouping or select using drop down arrow
Benefit Plan	Benefit plans for which report is to be generated	O	Enter the Benefit plan code or select using drop down arrow, OR leave blank for all health plans

Select  to generate the report:

Health Plan Costs

Health Plan Costs						
Key date 02/12/2001 Benefit area NV Navy (MWR)						
Period test	Benefit plan test	Pers.no	Name	Option test	Dep coverage test	EE
Bi-weekly	Aetna Dental	146	Dela Cruz, Emma Celeste	Aetna Dental	Employee Only	
		162	Floyer, Rebecca Deidre	Aetna Dental	Family	
		164	CDWART, CHRISTIE A	Aetna Dental	Employee Only	
		165	KIRKER, BRENDA	Aetna Dental	Employee Only	
		166	MAYVILLE, RHONDA A	Aetna Dental	Family	
		168	TOWER, SEPTEMBER	Aetna Dental	Employee Only	
		169	FONTAINE, MARIA J	Aetna Dental	Employee Only	
		190	KNIGHT, PATSY A	Aetna Dental	Employee Only	
		191	MINDON, JENNIFER	Aetna Dental	Employee Only	
		192	LOFFREDA, TANYA	Aetna Dental	Family	
		199	PETTIGREW, KRYSTAL	Aetna Dental	Employee Only	
		201	COATS, SUSAN C	Aetna Dental	Employee Only	
		202	DOYAL, ERLINDA A	Aetna Dental	Employee Only	
		204	EVANS, ROBERT L	Aetna Dental	Employee Only	
		208	Allen, Wilma Mae	Aetna Dental	Employee Only	
		210	Almora, Mary Lee	Aetna Dental	Employee Only	
		212	Lewis, Robert Kyle	Aetna Dental	Employee Only	
		219	Lilly, Sheila Melanie	Aetna Dental	Employee Only	
		223	Benton, Stephen Donald	Aetna Dental	Employee Only	

The report is generated on the screen and can be printed. Use the scroll bars to the right and bottom of the screen to view the entire report not visible here.

If finished, select the  icon to exit the report.

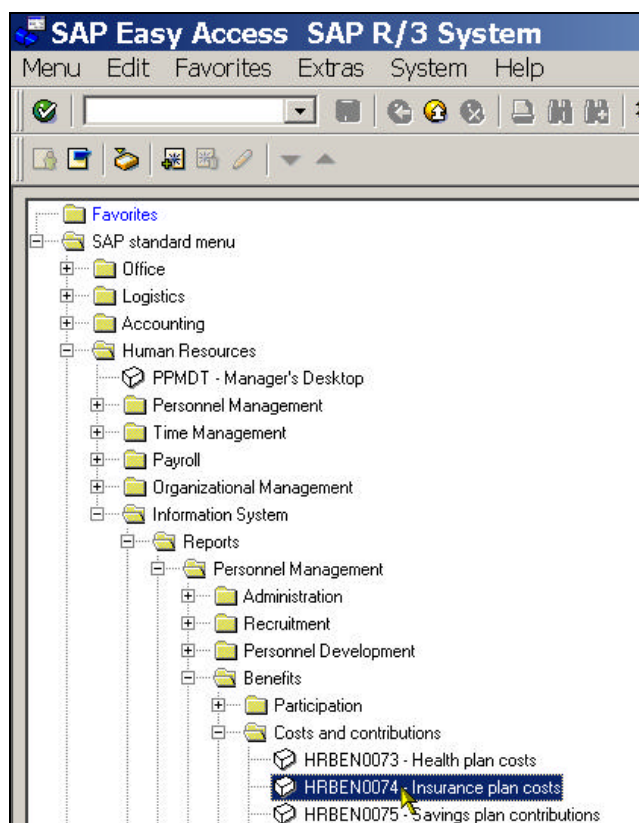


Employee Insurance Plan Cost

**HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS >
PERSONNEL MANAGEMENT > BENEFITS > COST AND CONTRIBUTIONS >
HRBEN0074 – Insurance Plan Costs**

Transaction code **HRBEN0074**

This document describes the procedure required to generate a report showing the cost of select insurance plans or all insurance plans.




If using the menu path, double click “**HRBEN0074 – Insurance plan costs**” to go to the next screen.

Insurance Plan Costs

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Key date	Date for which report is to be generated	R	Present date is checked, if you need to run report for a different date, select “Other keydate” and put in the desired date.
Personnel Number	Personnel number or range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel
Benefit Area	Benefit Area to be reported on	R	Enter NV or select using drop down arrow
1st Program Grouping	1 st Program Grouping to be reported on	O	Enter the desired 1 st program grouping or select using drop down arrow
2nd Program Grouping	2 nd Program Grouping to be reported on	O	Enter the desired 2 nd program grouping or select using drop down arrow
Benefit Plan	Benefit plans for which report is to be generated	O	Enter the Benefit plan code or select using drop down arrow, OR leave blank for all health plans

Select  to generate the report:


Insurance Plan Costs

Insurance Plan Costs

List Edit Goto Settings System Help

Key date: 02/12/2001
Benefit area: NV/Navy (MVR)

Period last:	Benefit plan last:	Person:	Name:	Option:	Insurance option last:	EE costs:	ER credit:	Provider costs:
Bi-weekly	Basic Life / AD&D	146	Dela Cruz, Emma Celeste	BLF1	Basic Life / AD&D	4.00	0.00	0.00
		184	COWART, CHRISTIE A.	BLF1	Basic Life / AD&D	5.00	0.00	0.00
		186	MAYVILLE, RHONDA A.	BLF1	Basic Life / AD&D	11.60	0.00	0.00
		236	Logan, Tina Marie	BLF1	Basic Life / AD&D	7.80	0.00	0.00
		205	Healy, Kingsley, NL-3	BLF1	Basic Life / AD&D	5.20	0.00	0.00
		366	Wanda Marable	BLF1	Basic Life / AD&D	12.00	0.00	0.00
		459	Test Ben	BLF1	Basic Life / AD&D	3.40	0.00	0.00
		463	Test Retirement	BLF1	Basic Life / AD&D	3.40	0.00	0.00
		471	CHELSEA TEAL	BLF1	Basic Life / AD&D	0.40	0.00	0.00
		747	LOTS FUN	BLF1	Basic Life / AD&D	4.80	0.00	0.00
		749	MICHELLE LOVE	BLF1	Basic Life / AD&D	0.40	0.00	0.00
		750	ESTHER HERRING	BLF1	Basic Life / AD&D	7.20	0.00	0.00
		751	HILDEGARDE CAMPEAU	BLF1	Basic Life / AD&D	21.40	0.00	0.00
		752	VIRGINIA MITCHELL	BLF1	Basic Life / AD&D	6.80	0.00	0.00
		754	ASSISTANT DDO	BLF1	Basic Life / AD&D	23.80	0.00	0.00
		756	BRIANNA CARCANO	BLF1	Basic Life / AD&D	15.20	0.00	0.00
		764	TEST BENEFIT	BLF1	Basic Life / AD&D	3.80	0.00	0.00
	Basic Life / AD&D					136.00	0.00	0.00
	Long Term Disability	146	Dela Cruz, Emma Celeste	LTD1	Long Term Disability	12.04	0.00	0.00

The report is generated on the screen and can be printed. If finished, select the  icon to exit the report.

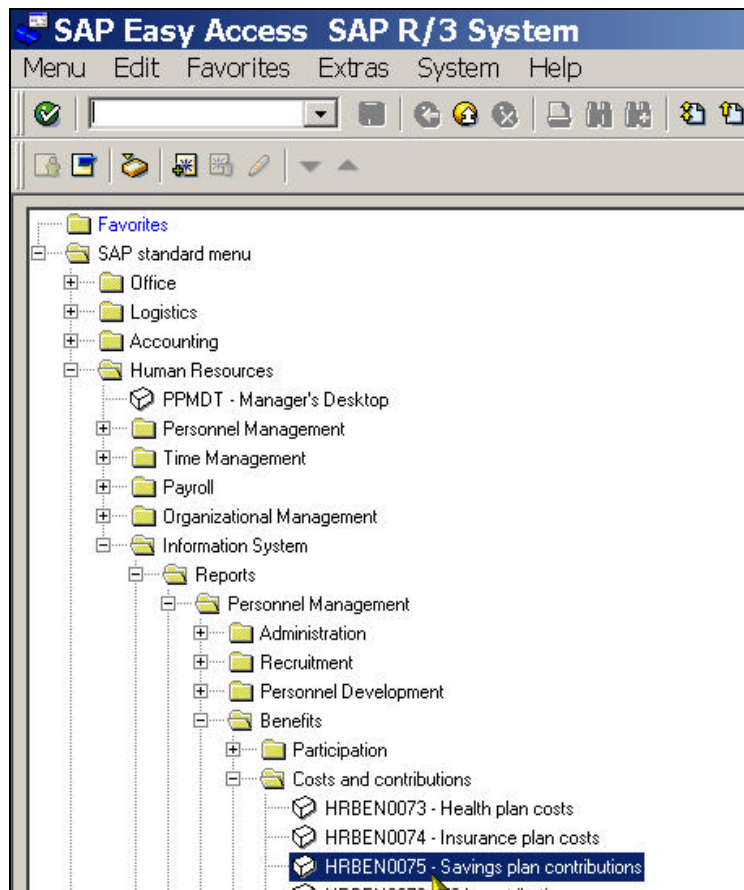


Employee Savings/Retirement Plan Cost

**HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS >
PERSONNEL MANAGEMENT > BENEFITS > COST AND CONTRIBUTIONS >
HRBEN0075 - Savings plan contributions**

Transaction code **HRBEN0075**

This document describes the procedure required to generate a report showing the cost of select Savings/Retirement plans or all Savings/Retirement plans.




If using the menu path, double click “**HRBEN0075 – Savings plan contributions**” to go to the next screen.

Savings Plan Contributions

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Key date	Date for which report is to be generated	R	Present date is checked, if you need to run report for a different date, select “Other keydate” and put in the desired date.
Personnel Number	Personnel number or range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel
Benefit Area	Benefit Area to be reported on	R	Enter NV or select using drop down arrow
1st Program Grouping	1 st Program Grouping to be reported on	O	Enter the desired 1 st program grouping or select using drop down arrow
2nd Program Grouping	2 nd Program Grouping to be reported on	O	Enter the desired 2 nd program grouping or select using drop down arrow
Benefit Plan	Benefit plans for which report is to be generated	O	Enter the Benefit plan code or select using drop down arrow, OR leave blank for all health plans


Select  to generate the report:

Savings Plan Contributions

Savings Plan Contributions

Key date: 02/12/2001
Benefit area: NV Navy (MWR)

Period test:	Benefit plan test	Pers.no	Name	EE pre-tax	EE post-tax	EE total contr.	ER total contr.	Curr.
Brewecky	401K Plan	125	Medly, King	0.00	0.00	0.00	0.00	USD
		146	Dela Cruz, Emma Celeste	80.36	0.00	80.36	0.00	USD
		186	MAYVILLE, RHONDA A	127.09	0.00	127.09	0.00	USD
		236	Logan, Tina Marie	139.13	0.00	139.13	0.00	USD
		285	Hourly Kingsbay, NL-3	90.69	0.00	90.69	0.00	USD
		366	Wanda Marable	331.71	0.00	331.71	0.00	USD
		415	N, there	58.83	0.00	58.83	0.00	USD
		463	Test Retirement	0.00	0.00	0.00	0.00	USD
	401K Plan			827.71	0.00	827.71	0.00	USD
	Civil Service Retirement Sys	421	Queen, Bee	0.00	0.00	0.00	0.00	USD
	Civil Service Retirement Sys			0.00	0.00	0.00	0.00	USD
	Civil Svc Ret - Offset	288	Wilson, Eva Anne	0.00	0.00	0.00	0.00	USD
		415	N, there	0.00	0.00	0.00	0.00	USD
	Civil Svc Ret - Offset			0.00	0.00	0.00	0.00	USD
	Retirement	147	Himmstein, Daniel Jeremiah	0.00	0.00	0.00	0.00	USD
		162	Royer, Rebecca Dacia	0.00	0.00	0.00	0.00	USD
		186	MAYVILLE, RHONDA A	0.00	0.00	0.00	0.00	USD
		276	Espie, Marlene V	0.00	0.00	0.00	0.00	USD
		290	Adams, David Kevin	0.00	0.00	0.00	0.00	USD
	Retirement			0.00	0.00	0.00	0.00	USD
				827.71	0.00	827.71	0.00	USD

The report is generated on the screen and can be printed. If finished, select the  icon to exit the report.

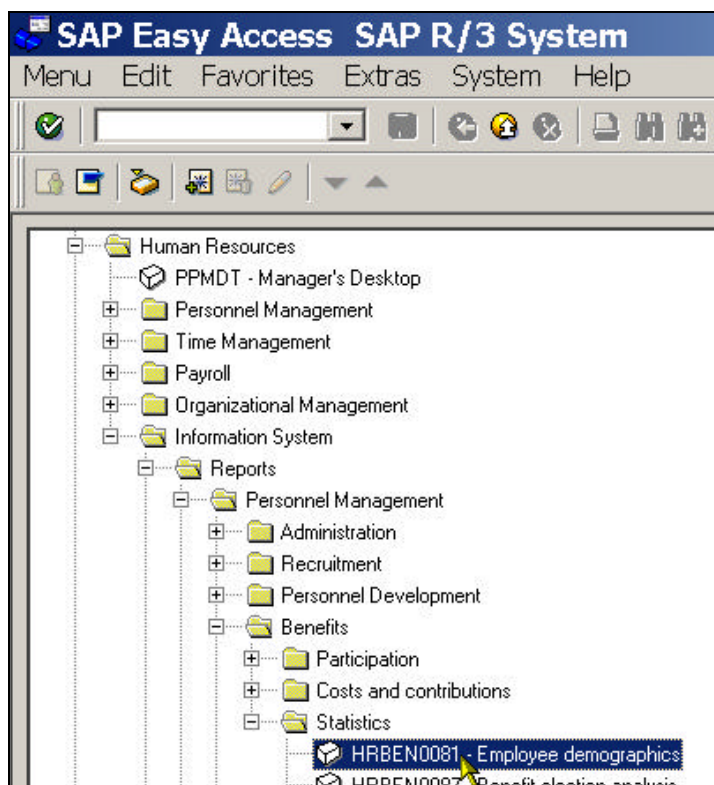


Employee Demographics

HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS > PERSONNEL MANAGEMENT > BENEFITS > STATISTICS > HRBEN0081 - Employee demographics

Transaction code **HRBEN0081**

This document describes the procedure required to generate a report showing the Employee Demographics in regard to Benefit plans.



If using the menu path, double click “**HRBEN0081 – Employee demographics**” to go to the next screen.

Employee Demographics


Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” R = Required, O = Optional, C = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Period for which report is to be generated	R	Choose the desired period or enter a beginning and end date if you select the other period.
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank.
Evaluation Date	Date of Evaluation	O	This allows for selection of specific date if a range had earlier been selected.
Age Groups	Age group to be reported on	O	Enter the identifier if known or using the drop down arrow When selecting more than one program grouping or benefit plan, use multiple selection option

Select  to generate the report:

Employee Demographics

Employee Demographics									
List Edit Goto System Help									
Denographic Employee Data: Overview 1									
Evaluation date 02/12/2001									
PRFT APF Portee FT									
Denographic Employee Data: Overview 2									
Evaluation date 02/12/2001									
Age range	Employees		Smokers		Non-smokers				
1 - 19 Total	8	5.71 %	0	0.00 %	8	100.00 %			
Female	2	25.00 %	0	0.00 %	2	25.00 %			
Male	6	75.00 %	0	0.00 %	6	75.00 %			
20 - 24 Total	4	2.86 %	0	0.00 %	4	100.00 %			
Female	3	75.00 %	0	0.00 %	3	75.00 %			
Male	1	25.00 %	0	0.00 %	1	25.00 %			
25 - 29 Total	7	5.00 %	0	0.00 %	7	100.00 %			
Female	5	71.43 %	0	0.00 %	5	71.43 %			
Male	2	28.57 %	0	0.00 %	2	28.57 %			
30 - 34 Total	8	5.71 %	0	0.00 %	8	100.00 %			
Female	6	75.00 %	0	0.00 %	6	75.00 %			
Male	2	25.00 %	0	0.00 %	2	25.00 %			

The report is generated on the screen and can be printed. If finished, select the  icon to exit the report.

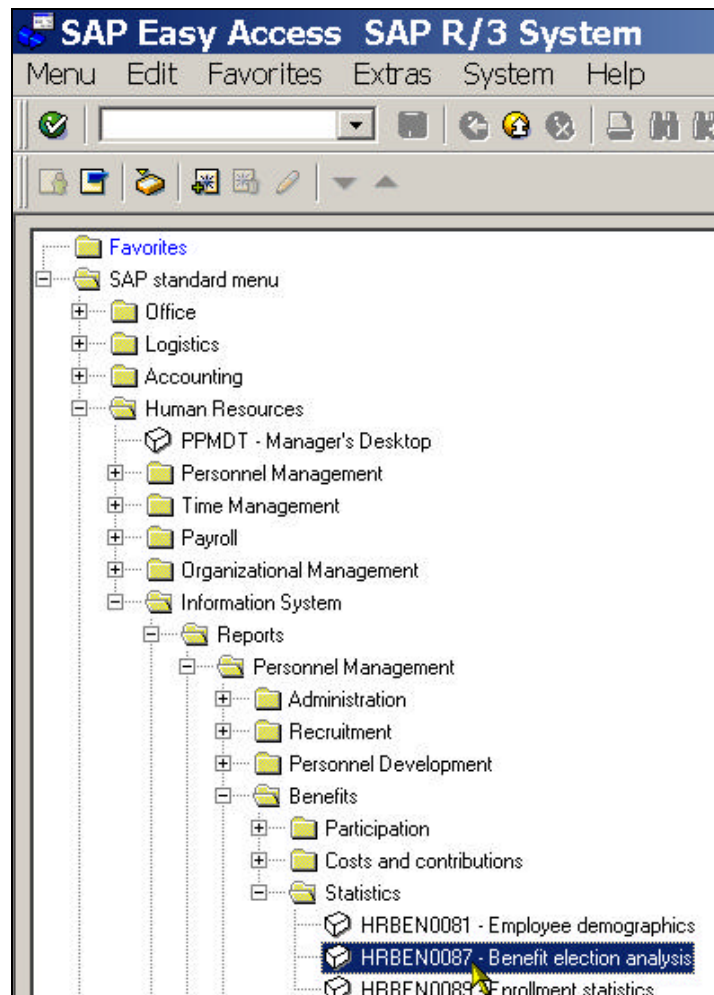


Employee Benefits Elections

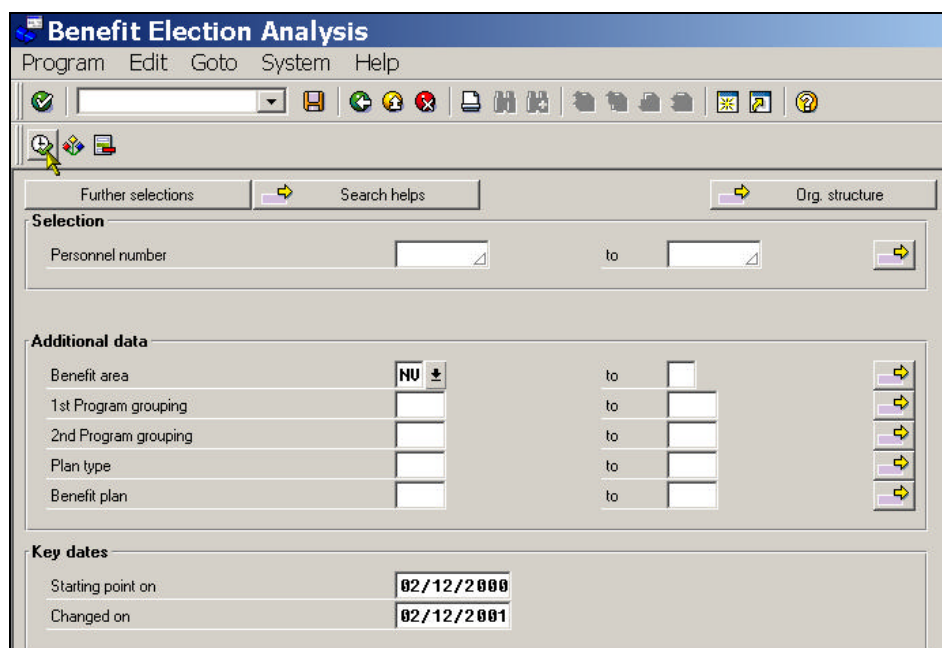
HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS > PERSONNEL MANAGEMENT > BENEFITS > STATISTICS > HRBEN0087 - Benefits Election Analysis

Transaction code **HRBEN0087**

This document describes the procedure required to generate a report showing the Employee Benefits Elections.



If using the menu path, double click “**HRBEN0087 – Benefit election analysis**” to go to the next screen.

Benefit Election Analysis


Benefit Election Analysis

Program Edit Goto System Help

Further selections Search helps Org. structure

Selection

Personnel number to

Additional data

Benefit area	NV	to
1st Program grouping		to
2nd Program grouping		to
Plan type		to
Benefit plan		to


Key dates

Starting point on	02/12/2000
Changed on	02/12/2001




























Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.


Field Name	Description	R/O/C	User Action, Values, Comments
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel
Benefit Area	Benefit Area to be reported on	R	Enter NV or select using drop down arrow
1st Program Grouping	1 st Program Grouping to be reported on	O	Enter the desired 1 st program grouping or select using drop down arrow
2nd Program Grouping	2 nd Program Grouping to be reported on	O	Enter the desired 2 nd program grouping or select using drop down arrow
Plan Type	Benefit Plan type to be reported on	O	Enter the desired Plan type or select using drop down arrow
Benefit Plan	Benefit plans for which report is to be generated	O	Enter the Benefit plan code or select using drop down arrow, OR leave blank for all health plans

Starting Point on	Start date of Analysis	O	Put in a beginning date to limit the range of report to be generated
Changed on	End date of Analysis	O	Put in an end date to limit the range of report to be generated

Select  to generate the report:

Benefit Election Analysis

Benefit Election Analysis				
List Edit Goto Settings System Help				
                          				
Print preview				
Percentage changes between 02/12/2000 and 02/12/2001				
Sel. benefit areas: 1				
Sel. benefit plans: 16				
Description/	Text	Eligible EEs	Participation	Scal. particip.
Navy (MWR)	401K Plan	5,050.00	0.00	5,050.00-
	Aetna Dental	6,750.00	6,500.00	250.00-
	Aetna Medical	6,750.00	5,700.00	1,050.00-
	Basic Life / AD&D	5,700.00	0.00	5,700.00-
	HMO Cigna Medical	6,300.00	0.00	6,300.00-
	Civil Svc Ret - Offset	999,999,999.99	0.00	999,999,999.99-
	Civil Service Retirement Sys	999,999,999.99	0.00	999,999,999.99-
	Fed Employee Retirement Sys	999,999,999.99	0.00	999,999,999.99-
	HMO Grouphealth	2,000.00	0.00	2,000.00-
	HMO KPS	2,000.00	0.00	2,000.00-
	Long Term Disability	5,700.00	3,700.00	2,000.00-
	Optional Life	5,700.00	0.00	5,700.00-
	Retirement	999,999,999.99	0.00	999,999,999.99-
	Retiree Basic Life	999,999,999.99	0.00	999,999,999.99-
	Standard Insurance Dental	2,000.00	0.00	2,000.00-
	Thrift Savings Plan	999,999,999.99	0.00	999,999,999.99-

The report is generated on the screen and can be printed. If finished, select the  icon to exit the report.

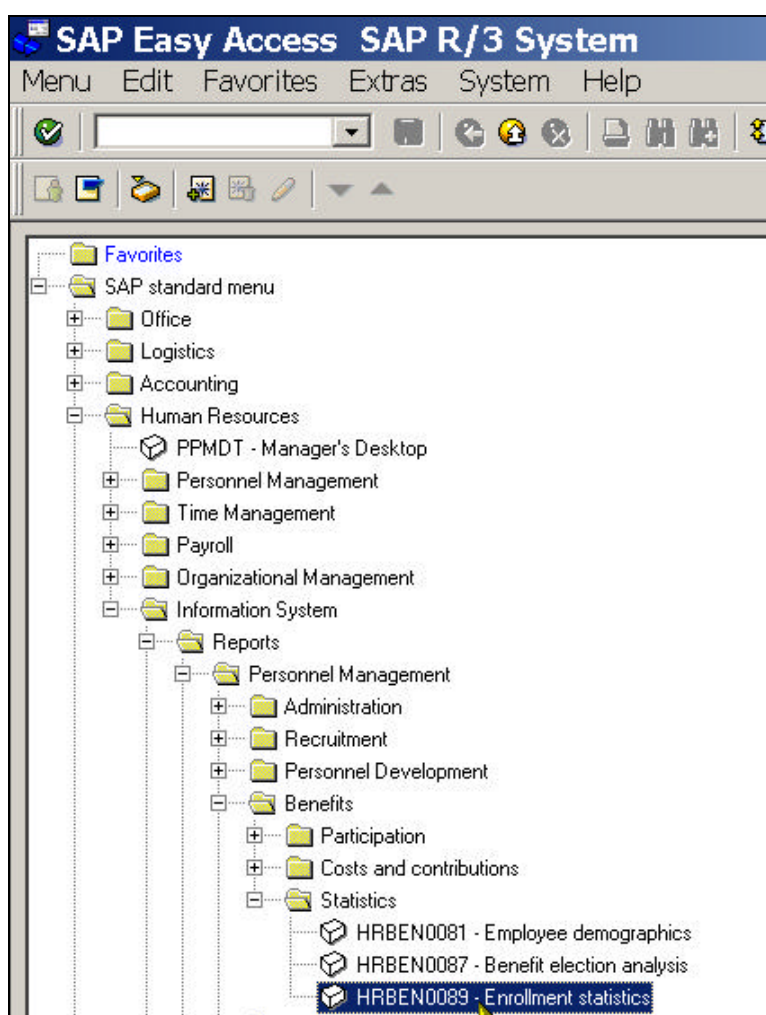


Benefits Enrollment Statistics

This document describes the procedure required to generate a report showing the Benefits Enrollment Statistics.

HUMAN RESOURCES > INFORMATION SYSTEM > REPORTS > PERSONNEL MANAGEMENT > BENEFITS > STATISTICS > HRBEN0089 - Enrollment statistics

Transaction code **HRBEN0089**



If using the menu path, double click “**HRBEN0089 – Enrollment statistics**” to go to the next screen.

Enrollment Statistics

The screenshot shows the 'Enrollment Statistics' application window. It features a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons for file operations and navigation. The main interface is divided into several sections: 'Further selections', 'Search helps', and 'Org. structure'. The 'Selection' section contains a 'Personnel number' field with a range selector. The 'Additional data' section includes fields for 'Type of enrollment', 'Plan category' (set to 'A'), 'Benefit area', '1st Program grouping', '2nd Program grouping', 'Plan type', and 'Benefit plan', each with a range selector. The 'Period' section has 'Start' and 'To' date fields, both set to '02/12/2001'. The 'Count' section has radio buttons for 'Plans' (selected) and 'Persons'.

Enrollment Statistics

Program Edit Goto System Help

Further selections Search helps Org. structure

Selection

Personnel number [] to []

Additional data

Type of enrollment [] to []

Plan category [A] to []

Benefit area [] to []

1st Program grouping [] to []

2nd Program grouping [] to []

Plan type [] to []

Benefit plan [] to []

Period

Start [02/12/2001]

To [02/12/2001]

Count

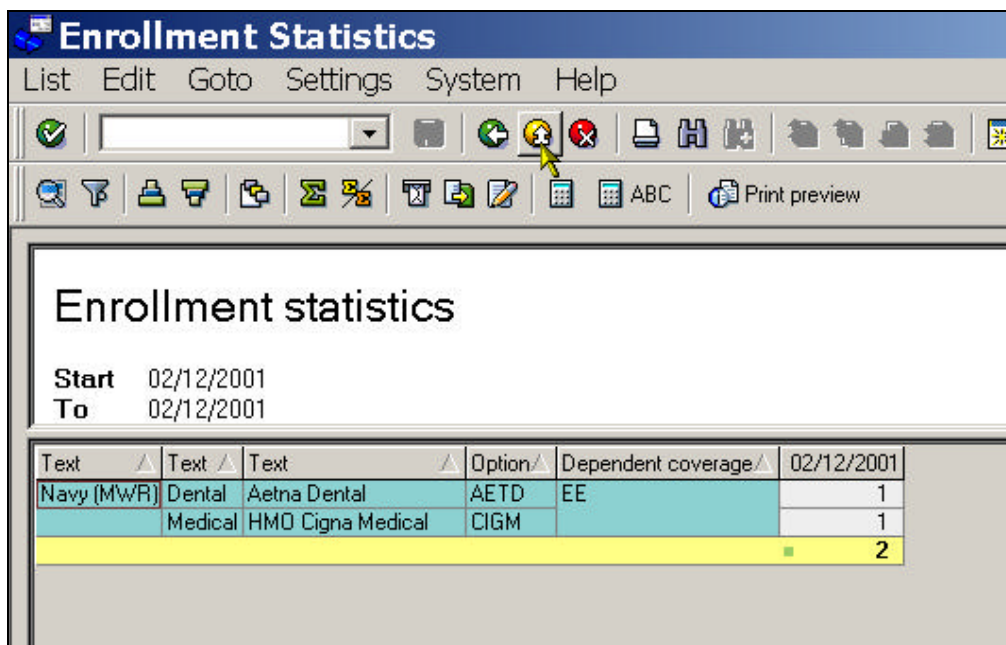
Plans ☒

Persons ☐


Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Personnel Number	Personnel number range you want to report on	O	Enter the desired personnel number, range or leave blank for all personnel
Type of Enrollment	Type of Benefit Enrollment	O	Select the type of enrollment using the drop down arrow
Plan Category	Category of plan to be reported on	O	Enter category or select using the drop down arrow
Benefit Area	Benefit Area to be reported on	R	Enter NV or select using drop down arrow
1st Program Grouping	1 st Program Grouping to be reported on	O	Enter the desired 1 st program grouping or select using drop down arrow
2nd Program Grouping	2 nd Program Grouping to be reported on	O	Enter the desired 2 nd program grouping or select using drop down arrow
Plan Type	Benefit Plan type to be reported on	O	Enter the desired Plan type or select using drop down arrow
Benefit Plan	Benefit plans for which report is to be generated	O	Enter the Benefit plan code or select using drop down arrow, OR leave blank for all health plans
Period	Period start and end date	R	Enter dates for beginning and end of range
Count	How the Enrollment Statistics are to be counted, either by “Plans” or by “Persons”	R	Select either plans OR persons
Summary	Either Discrete or Cumulative Summary	R	Select either Discrete (current) or Cumulative (historical)

Select  to generate the report:

Enrollment Statistics (Discrete)

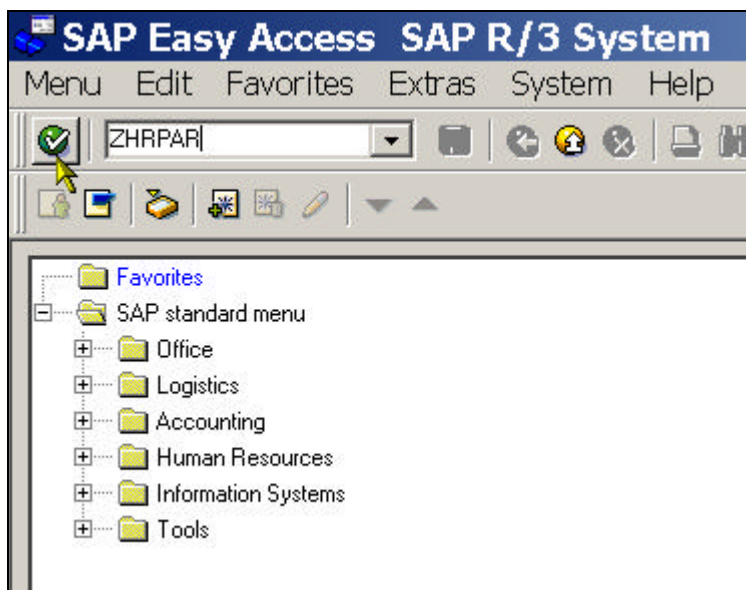
Text	Text	Text	Option	Dependent coverage	02/12/2001
Navy (MWR)	Dental	Aetna Dental	AETD	EE	1
	Medical	HMO Cigna Medical	CIGM		1
					2


The report is generated on the screen and can be printed. If finished, select the  icon to exit the report.



Personnel Action Report

Print a personnel action report using the transaction code **ZHRPAR**.



Select  to go to the next screen:

HR: Personnel Action Report

HR: Personnel Action Report

Program Edit Goto System Help

Further selections Search help Sort

Period

☒ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☐ Other period

Selection

Personnel number 625 to

Remarks

One Year Probation Concerning

SLB balance

ALB balance


Remarks 1

Remarks 2

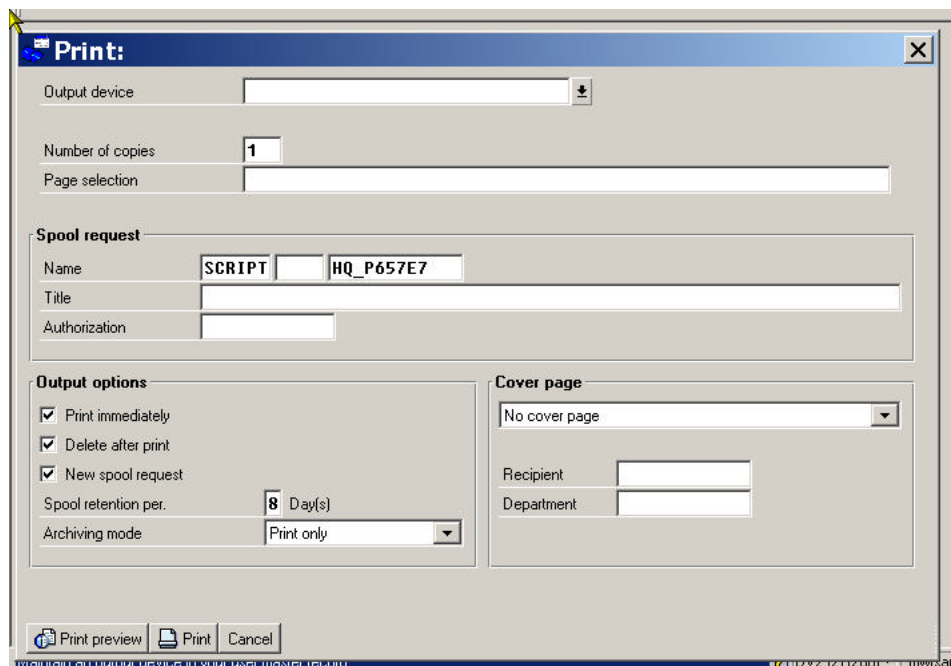
NAF Message

Enter information in the fields as specified in the table below. **Note:** In column “R/O/C,” **R** = Required, **O** = Optional, **C** = Conditional.

Field Name	Description	R/O/C	User Action, Values, Comments
Period	Date or dates to be reported on	R	Check “today” for today’s date OR check today and enter a range of dates
Personnel number	Personnel number identifier	O	Enter number or range of numbers. Use the drop down arrow if number is not known
Remarks	Remarks, NAF manager’s name	O	Enter any remarks to be printed on the PAR, enter the name of the NAF manager to be printed on the PAR


Select  to generate report.

Print:



The screenshot shows a 'Print:' dialog box with the following fields and options:

- Output device:** A text field with a drop-down arrow.
- Number of copies:** A text field containing the value '1'.
- Page selection:** A text field.
- Spool request:**
 - Name:** A text field containing 'SCRIPT' and 'HQ_P657E7'.
 - Title:** A text field.
 - Authorization:** A text field.
- Output options:**
 - ☒ Print immediately
 - ☒ Delete after print
 - ☒ New spool request
 - Spool retention per.:** A text field containing '8' followed by 'Day(s)'.
 - Archiving mode:** A drop-down menu showing 'Print only'.
- Cover page:**
 - No cover page:** A drop-down menu.
 - Recipient:** A text field.
 - Department:** A text field.
- Buttons:** 'Print preview', 'Print', and 'Cancel'.

Click the drop down arrow to select a printer, then select .

Personnel Action Report

PERSONNEL ACTION REPORT

Person Number(SAP)	Eff. Date of Action	Type of Action	NAF Id Number
0000624	02/01/2001	Adjustment in Pay	10357

Name	Soc. Sec. Number
ANDERSON ANDREW	081-12-5555

Activity Name & Address	Department	RAN/CAS Activity A/C Code
NPC (MWR DIN)	Coffee House	31
NSA MID-SOUTH		

Be sure to email before printing!

- Click on envelope icon (under the green arrow)
- Click attachment document content
- Select recipient using drop down arrow
- Select internal user and green check
- Fill in last name, first name
- Click send

Select green arrow  for portrait Print Preview.

PAR: Portrait print preview

Print Preview for HCS7 Page 00001 of 00001

Text Edit Goto System Help


PERSONNEL ACTION REPORT

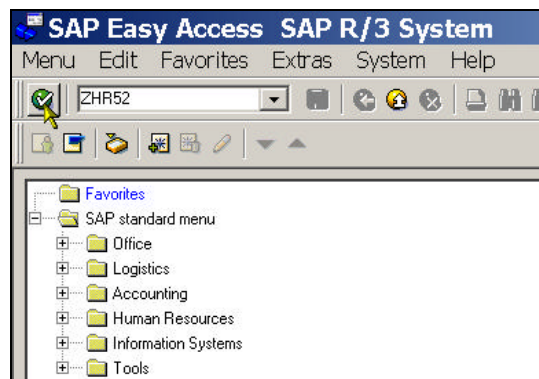
PERSONNEL NUMBER (DATA)	1 EFFECTIVE DATE OF ACTION	TYPE OF ACTION	PAR ID NUMBER
00000624	02/01/2001	Adjustment in Pay	10201
NAME	SOCIAL SECURITY NUMBER		
ANDERSON ANDREW	001-12-5555		
ACTIVITY NAME & ADDRESS	CRIME TYPE	KAMEAS ACTIVITY ACCOUNT CODE	
NFC (MWR DIV) NSA MD-SOUTH	Celera House	01	
DATE OF BIRTH	SEX	CITIZENSHIP	
06/25/1958	MALE	US CROWN	
EDUCATION US AND BGR	COLLEGE DEGREE	MAJOR FIELD OF STUDY	
ND			
EMPLOYMENT CATEGORY	OFF DUTY STATUS	AS EASY DEFENSE	FORGIVENESS

Now select the  icon to print the Personnel Action Report you selected.



Request for Personnel Action (52)

Use transaction code **ZHR52**, and select  to go to the next screen:



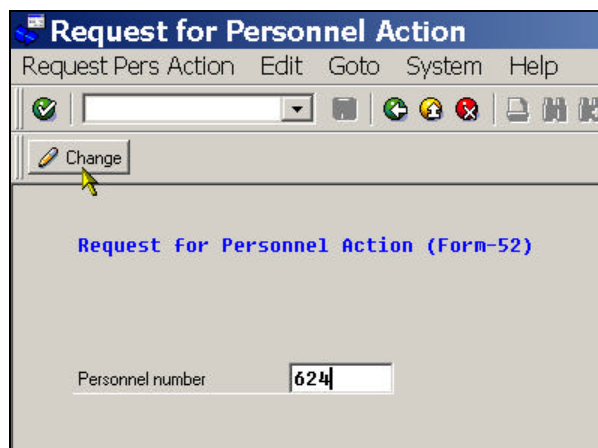
There are two ways to generate a request for personnel action:

- with personnel number

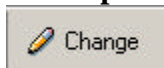
-OR-

- with position number.

Request for Personnel Action





To use **personnel number**, enter it into the personnel number field, and select the



icon.

Request for Personnel Action


Enter any applicable remarks to be printed on the 52. Select the  icon to continue.

Select output device, then  Print preview. The 52 should look like the following illustration:

The “landscape” view appears.

Be sure to email before printing!

- Click on envelope icon (under the green arrow)
- Click attachment document content
- Select recipient using drop down arrow
- Select internal user and green check
- Fill in last name, first name
- Click send

Select the  to get the “portrait” view.

Print Preview for HCS7 Page 00001 of 00001

Text Edit Goto System Help

Form 52 REQUEST FOR PERSONNEL ACTION

Part A - Regarding Office

1 ACTION REQUESTED 2 REQUEST PROVIDED

3 FOR ADDITIONAL INFORMATION CALL PHONE & FOLLOWUP 4 REQUESTED EFFECTIVE

5 ACTION REQUESTED BY 6 ACTION AUTHORIZED BY

Part B - For Registration of SSN

7 NAME (LAST, FIRST) 8 SOCIAL SECURITY NUMBER 9 DATE OF BIRTH 10 EFFECTIVE BY

ANDERSON ANDREW 081-25-5555 08/25/1950 02/01/2001

FIRST ACTION		SECOND ACTION	
CODE	NATURE OF ACTION - LEGAL AUTHORITY	CODE	NATURE OF ACTION - LEGAL AUTHORITY

Select the  to print.

To generate the report **by position number**, in the initial screen, leave personnel number

blank, then select the  icon.

Request for Personnel Action

Request Pers Action Edit Goto System Help

Change

Request for Personnel Action (Form-52)

Personnel number

Enter the applicable information on the next screen:

Request for Personnel Action/New Employee

PersData System Help

Print

Request for Personnel Action (Form-52) **NEW EMPLOYEE**

PART A: Requesting Office

Action requested	NEW HIRE	Request no	
Addl info Name	JOHN DOE	Telephone	
Eff date	02/12/2001		
Action requested by	LEZA GIBBONS	Date	02/12/2001
Action authorized by	JOHN TESH	Date	02/12/2001

PART B: For Preparation of SF 50

Name (Last)	DOE	Soc Sec no	000-00-0000	Birth date	06/09/1970
(First)	JOHN			Eff date	02/12/2001

ACTION

Code	Nature of Action/Legal Authority

Select the  icon to print. Be sure to select  to verify entries and email before printing!